



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Librarian III (Branch Manager)
Posting Number	PN# 102610
Department	Library Department
Division	Branch Services *
Section	Northwest District*
Reporting Location	Jungman Branch Library*
Workdays & Hours	Rotating Schedule*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Responsible for management of the day-to-day operations of a branch library. Implements goals & objectives, and policies & procedures; reports on goal progress. Meets deadlines; prioritizes workflow; delegates specific projects; demonstrates effective communication skills. Responsible for supervision of branch staff, including selection, training, scheduling & performance evaluation. Good discipline & morale are maintained. Responsible for providing reference & readers' advisory services. Demonstrates knowledge of branch library collections, including electronic databases. Responsible for branch collection development, including evaluation, selection, weeding & marketing of materials. Responsible for branch public relations, programs & outreach services, working with the ASL & JSL; demonstrates awareness of community needs; identifies target groups. Responsible for regular communication with District Coordinator regarding branch activities & problems; reports are accurate & submitted in a timely manner. Responsible for assisting Facilities Management in monitoring the maintenance of branch building & grounds; interior & exterior are well maintained. Performs related duties as required. Demonstrates knowledge of system policies & procedures.

**WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Ability to plan and organize work; good knowledge of library procedures; ability to supervise subordinates. Must be able to use a computer to access/input information. Position requires stooping and bending; lifting of library materials up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Master's degree in Library Science from an American Library Association accredited school.

**MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) years professional library experience including one (1) year of management.

**MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

**PREFERENCES**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to access/input information. Must be able to move freely throughout the unit. Position requires stooping, bending and lifting up to 20 pounds.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☒ Yes    ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 23	
\$1,347 - \$1,856 Biweekly	\$35,022 - \$48,256 Annually

**OPENING DATE**

February 2, 2005

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. **First consideration will be given to those applications with a resume attached.** Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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